

MANAGEMENT
1 JUN 1964

DD/S ADMINISTRATIVE
INSTRUCTION No. 64-6

REORIENTATION IN SUPERVISORY RESPONSIBILITIES

1. The first offering of the Reorientation in Supervisory Responsibilities was scheduled for the Support components on 10 April 1964. This one day course required the attendance of all staff employees who:

a. Are in grade GS-14 or above, or

b. Are in grade GS-13 or below or at equivalent grades in other schedules, and who customarily prepare fitness reports on two or more subordinate employees.

2. For various reasons, some employees in the above described categories were unable to attend. Therefore, a second presentation for all such employees will be held from 0900 to 1420 hours on 9 June 1964 in the Agency auditorium.

3. Each Operating Official will insure attendance of the managerial and supervisory personnel of his Office who did not attend the 10 April course. Attendance will be recorded at the door of the auditorium.

4. Mr. [REDACTED] of OTR Registrar Staff (ext. 3056) is Program Coordinator.

FOR THE DEPUTY DIRECTOR FOR SUPPORT:

[REDACTED]
EXECUTIVE OFFICER

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